



**CALIFORNIA NATIONAL GUARD
COUNTERDRUG TASK FORCE
TOUR ANNOUNCEMENT**



**OPEN TO
BOTH ARMY AND AIR NATIONAL GUARD**

1. **POSITION AVAILABLE:** Maintenance Management NCO (para/line 103/05)
2. **LOCATION:** Mather, California
3. **TOUR NUMBER:** FTNGCD 08-67
4. **EFFECTIVE DATE:** 8 September 2008
5. **CLOSING DATE:** Until Filled
6. **MINIMUM GRADE:** E-4 **MAXIMUM GRADE:** E-6
7. **MOS / AFSC:** 92Y or 92A / 2SOX1 (2GOX1) or Block III training
8. **PERSONNEL ELIGIBLE TO APPLY:** (X) Male (X) Female () OFF () WO (X) ENL
 - a. Members of the Army or Air National Guard
 - b. Not within 6 months of Expiration Term of Service (ETS)
 - c. Applicants must be able to complete the tour prior to achieving 17 & 1/2 years active service.
9. **SELECTING SUPERVISOR:** J-4 OIC
10. **MILITARY STATUS:** FTNGDCD, Title 32, Section 502(f)
11. This position is a Full Time National Guard Counterdrug (FTNGDCD) Tour subject to the availability of funds from fiscal year to fiscal year.
12. **APPLICANT MUST**, at a minimum, submit the following documents and meet all applicable criteria:
 - a. Cover letter stating why you are interested in the position and how you will add value to the program.
 - b. Letter of recommendation from M-Day Unit / Wing Commander.
 - c. Military Biographical Summary or Resume.
 - d. DA 1058-R Completed and Signed, CD Commander may sign as the commander if selected.
 - e. Retirement Point Accounting Statement (RPAS) / AF Form 526 – Points Summary Credit.
Note: Failure to disclose pertinent information that is not coded on this form may be grounds for release from the program.
 - f. All DD Forms 214 (copy must include bottom portion with RE Code).
 - g. Medical:
 - (1) Army: Printout of Individual Medical Readiness (IMR) report. Found under AKO, My Medical Readiness.
 - (2) Air Force Form 422.
 - h. Army Physical Fitness Test Score Card (DA Form 705) / ANG Fitness Assessment Results.
 - i. Last three NCOERs / EPRs or memorandum of explanation from rater as to why they are not available.
 - j. Completed and signed CD Form 301 & CD Form 302 (on CD website).
 - k. Copy of ten year driving record from the California Department of Motor Vehicles,
<http://dmv.ca.gov/forms/inf/inf11125.pdf>

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13. Applicants must meet medical retention standards IAW AR 40-501, chapter 3 / AFI 48-123, attachment 2. Additionally, if selected must complete and submit periodic health assessment / AF Form 422 Physical Profile Serial Report within 60 days of tour start date.
14. Army National Guard personnel must meet the HIV testing requirements of AR 600-110, Identification, Surveillance, and administration of Personnel Infected with Human Immunodeficiency Virus (HIV) within 24 months.
15. Air National Guard members must have a periodic medical examination within 24 months prior to entry and current HIV test within 180 days prior to entry.
16. Over 40 applicants must have DA Form 4970 Cardiovascular screening and /or RISK index if applicable / ANG members must have an exercise tolerance treadmill test if the Cardiac Risk Index (CRI) is 10,000 or greater.
17. Applicants must possess a favorable Entrance National Agency Check / National Agency Check (ETNAC/NAC).
18. Applicants must be willing to relocate within the State of California.
19. Applicants meeting any of the following are INELIGIBLE to APPLY:

- Not a member of the National Guard.

- Does not meet medical retention standards.

- Does not meet body composition/weight control standards prescribed by AR 600-9 / NGR (AF) 35-11.

- Involuntarily removed from AD or FTNGD for cause, non selection for promotion, or resignation in lieu of adverse personnel action.

- Non-selection for retention.

- Under current suspension of favorable personnel action (flagged) per AR 600-8-2.

20. Unique Requirements for Counterdrug tours:

Urinalysis testing is required upon entry of active duty and periodic testing during active duty. These requirements are in addition to testing by units of assignment during IDT/IAD under Substance Abuse Testing or the ANG Drug Abuse Testing Program.

Requirement to continue attendance at IDT/IAD and Annual Training while on FTNGDCD.

Army Personnel are required to take two "for record" APFTs per year.

Status of employment is year to year subject to availability of funding.

DMV records review, criminal records checks, and/or security screening of applicants will be performed prior to entry on duty. Note that derogatory reports may result in application denial.

Standards of Conduct.

(1) Members are required to uphold the highest standards of conduct and personal appearance. Outside employment, associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies.

(2) National Guard members participating in the Counterdrug Support Program are required to comply with state laws and with DoD 5500.7-R. They are required to uphold the highest standards of conduct and personal appearance.

21. Job Description:

The Counterdrug Task Force Maintenance Manager NCO (CDTF) coordinates with the staff and teams to gather all pertinent data required for contracts for equipment and services for the CDTF for purchases above the \$2,500 micro purchase threshold. Manages the approval process, bid process, inventory management, property book management and item delivery to the field. Coordinates with headquarters staff or team leadership who are requesting micro-purchases up to \$2,500. Once requests are received Maintenance Manager reviews request for conformance to CD policy and/or regulatory requirements. Maintenance Manager is accountable for processing purchase orders and must maintain records of orders received as well as their input into the Access program after each billing cycle. The Maintenance Manager must analyze technical data in vendor proposals; be a good negotiator; have solid mathematical skills

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and a solid understanding of supply-chain management. Throughout the course of his/her duties, the Maintenance Manager may speak to Government or Commercial organizations outside of the CDTF, therefore resourcefulness, good judgment, and self-confidence are essential elements to affect professional image. As member of CSDP team, applicant will travel statewide to conduct compliance assistance visit utilizing pre-determined checklists at team level and brief results to team commanders. The maintenance manager is also responsible for CMIS input for the J-4 Logistics section to include approved contracts and GSA vehicles. As the FLIP-L Manager, the Maintenance NCO ensures timely receipt, processing, follow-up and approval management of all FLIP-L packets and responsible for notifying Service Member of investigation results. As the IMAP manager, responsible for ensuring funds are available to individual teams for supply purchases while utilizing the IMAP system. The Maintenance NCO also processes uniform requests, orders all Army exchange uniforms, and tracks order status throughout the process.

22. Preferred Qualifications:

- a. Excellent Communication skills in both verbal and written forums
- b. Detail oriented and self-motivated for extensive paperwork. requirements
- c. Possess strong follow-through skills
- d. Intermediate user of MS Office programs (e.g. Word, Excel, PowerPoint, Outlook)
- e. Must be willing to travel as mission dictates.
- f. Must be willing to attend government and state contract training as required.
- g. Must be willing to attend Ammo, HAZMAT, and other section specific training as required

23. SUBMIT COMPLETE APPLICATION (with all required documentation/certificates) to:

Counterdrug Task Force
ATTN: CD J1, NCOIC
10620 Mather Blvd.
Mather, CA 95655

24. Questions may be directed to the J-1 at (916) 369-4907. Website is: <http://www.calguard.ca.gov/cdtf/>

25. NOTE: THE FOLLOWING WILL RESULT IN PACKET DISQUALIFICATION:

- a. An incomplete packet.
- b. Packets received after the closing date.
- c. Failure to meet minimum requirements for the announced position.

26. Equal Opportunity: The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.